Person Specification: AEND Manager

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| **Essential Qualities** | **Desirable Qualities** |
| Educational Qualifications | |
| * 5 good GCSEs (or equivalent) including English and Maths * Recognised SEND or childcare qualification or willingness to train to achieve one | * Up to date First Aid qualification |
| Skills, abilities and experience | |
| * Experience of working with SEND and/or AEN pupils * Experience of working within a school * Experience of working directly with teachers and students in a pastoral role * Demonstrable excellent ability to use a variety of IT packages including email, word processing and spreadsheets * Sound understanding of safeguarding and child protection * Experience and understanding of the importance of Health and Safety * Excellent communication skills * Experience of working in a team and with enthusiasm, direction and positive spirit * Outstanding interpersonal skills * Excellent organisational skills * Flexibility and the ability to work calmly and quickly under pressure * Resourcefulness and the ability to multi task and prioritise * Attention to detail * Demonstrable ability to work under pressure * Demonstrable willingness to commit to their own professional development and so is up-to-date with current developments in the areas of SEND and AEN * Demonstrable ability to take notes and minutes of meetings | * Knowledge and experience of using SIMS * Experience of creating rotas and organising work loads * Experience within a customer service environment * Ability to take shorthand * Ability to touch type * Knowledge of relevant legislation relating to SEND or AEN e.g. the SEN Code of Practice * Experience of leading a team of staff |
| Personal Qualities | |
| * An interest in SEND and AEN areas of education * A genuine warmth and interest in the pupils’ care * An interest in the School, its purpose and ethos * A high level of emotional maturity * An understanding of different cultures and practises * A warm and sympathetic personality * Team player, supporting colleagues * Motivator of self and others * Common sense * A sense of humour and proportion * Discretion and confidentiality * A willingness to work beyond the normal school day in exceptional circumstances |  |
| Child protection | |
| * Commitment to the protection of children and young people * Willingness to follow the School’s Safeguarding procedures |  |